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Approved For Release 2003/05/05 : CIA-RDP84-00780R003600010010-3

22 OCT 1970

MEMORANDUM FOR: Equal Employment Opportunity Officer,
Support Directorate

SUBJECT : Equal Employment Opportunity (EEO) Program
Report to Civil Service Commission (CSC)

REFERENCE : Memo dtd 8 Oct 70 to Multiple Addressees fm
EEO Officer, Support Directorate, same subj

Our reply is keyed to the subtitles in paragraph 2 of referenced memorandum.

Resources: We have not assigned specific Equal Employment Opportunity responsibility to a designated individual, but each of the eight Career Service Panels is charged with the responsibility to insure that all individuals, especially minority groups and women, are considered for upward opportunities through formal training and on-the-job training. Also, at least two representatives of the Personnel and Training Staff are continually available for personnel counseling. One of these regularly visits Office of Logistics components outside the Ames Building to be directly available for personnel counseling.

Recruitment: We have an outstanding recruitment request for one black graduate with a printing management degree.

There has been no professional input in the Office of Logistics for the past 2 years except for the replacement of engineers or architects. In 1969 we had one black electrical engineer fully cleared, but he declined to accept an appointment at the time we needed him. Nonprofessionals are assigned via Office of Personnel recruitment and are accepted by this Office regardless of color; however, most of our job requirements, except for telephone operators and secretarial-type positions, require men because of the physical requirements.

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Utilization of Present Skills:

(a) Examine Unused Employee Capabilities: Another function of our Career Service and Training Panels is to review each member's record and to recommend practical training for those individuals who we believe are capable of attaining higher levels of responsibility.

(b) Discover Unused Employee Capabilities: At least every 2 years all SL Careerists in the Headquarters area are asked to complete a planning questionnaire (attachment 1). Each of these questionnaires is reviewed and every individual who indicates a desire for overseas assignments or training is counseled. Further, these questionnaires are used as a guide when considering individuals for another Headquarters assignment.

(c) Utilization: As a result of the examination and discovery action by our panels, individuals are reassigned when appropriate opportunities exist.

Upward Mobility: The Logistics Career Service has sponsored 45 individuals from minority groups (including women) for external training since January 1969; also, 96 SL Careerists from minority groups have been sponsored for internal training courses since January 1969. Five women serve as observers and recorders on the eight Career Service Panels. We have sponsored one member of a minority group for the Support Services portion of the Career Trainee Program. At every competitive promotion evaluation, all qualified members of each minority group are considered for promotion, and at least in the last three competitive promotion exercises (GS-08 and above) members of the minority groups have been promoted. Every practical effort is made to reassign members from minority groups to positions that will offer them an opportunity for advancement.

Supervisors and Managers: Attachment 2 is a copy of a memorandum from the Director of Logistics to each SL Careerist informing them of the right to seek counsel without fearing any reprisal. As a result of this memorandum, responses for counseling by individual employees have been significant. Each Division and Staff Chief has been instructed to insure that each employee has received the EEO notice and has it available for reference.

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Evaluation and Reports: We periodically review the grade levels of minority groups and women along with our regular personnel administrative practices; however, we have not required nor made any reports on the progress.



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Acting Director of Logistics

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27 AUG 1970

MEMORANDUM FOR: All Logistics Career Service Personnel

SUBJECT : Logistics Career Service Planning Questionnaire

1. It has been almost two years since the Logistics Career Service personnel in the Headquarters area have completed a planning questionnaire regarding their desires for future assignments, training opportunities, etc. For this reason, and to assist the recently established Career Service Panels in planning future assignments, each Logistics Careerist is requested to complete the attached form and return it to the Personnel and Training Staff, Office of Logistics, as soon as possible.

2. In connection with the execution of this form, we believe a few comments are in order. First, quite often we hear that some of the biographic data requested is already available. While this is very true, the convenience of having the biographic data, in connection with the assignment and training information, on one form is a matter of great administrative convenience and saves much time in reviewing the forms. Therefore, we apologize for what might appear to be a needless request but assure you that in the last analysis it is a useful administrative reason that is being served. Secondly, we are aware that certain of the functions performed by Logistics career personnel in Headquarters are not found overseas and, accordingly, it is difficult to plan overseas service for employees performing in such functions. However, in order to meet our responsibility to provide qualified personnel, and at the same time afford appropriate opportunities for overseas service, we will endeavor whenever possible to try to arrange training and work assignments in other fields needed abroad for employees whose current function does not logically lead to overseas assignment. It may well be that this would not be possible in all cases, but we will endeavor to do as much as possible in this direction. If an employee desires an overseas assignment and has a doubt about his opportunity for one, he should request guidance from his supervisor or the Personnel and Training Staff, Office of Logistics [redacted]

3. When requesting an overseas assignment, you should keep in mind that while most of these assignments are for 2 years, those selected for such assignments will be expected to remain for a third year unless unusual circumstances prevent such extension.

[redacted]
John F. Blake
Director of Logistics

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27 MAR 1970

MEMORANDUM FOR: All Employees of the Office of Logistics

SUBJECT : Personnel Policies of the Office of Logistics

1. At a special meeting of all Division and Branch Chiefs within the Office of Logistics convened on Thursday morning, 26 March 1970, I discussed several aspects of personnel policy in our Office and I want all of you, our employees, to know how I view these subjects and the substance of my remarks to these officers.

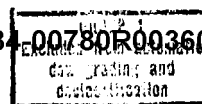
2. There is no more important or significant responsibility held by every supervisor than that of personnel management, and I want each of you to know that the personnel management philosophy of the Office of Logistics is, and will continue to be, built on the dignity of the human being. I have never known an individual in my life who has not from time to time had a problem which in many cases impacts directly on his job or his career. I expect every supervisor at every level to be mindful of that fact and if a problem is of such sufficient importance to an employee that he wishes to discuss it with his supervisor, I also expect the supervisor to recognize the necessity to sympathetically undertake the discussion with the employee; to fail in this regard is a reflection on a supervisor's ability to supervise.

3. There are other problems employees have at times, either professional or personal, which they would rather discuss with a professional Personnel Officer instead of their supervisor. In these cases, I want it clearly understood that every employee of this Office is free to contact directly, and on a confidential basis, either the Personnel Officers assigned to this Office or appropriate Personnel Officers in the Office of Personnel, and he has a right to do so without receiving prior approval from his supervisor, although he must advise his supervisor that he wishes to be absent from his office for this purpose. This same rule applies when any employee feels the need for, and wishes to seek, counseling on training matters from either the Senior Training Officer in the Office of Logistics, or a representative of the Office of Training.

4. Apart from "problem" discussions there will be times when an employee may be called directly by one of the senior officers on a specific work-related matter. In those cases I expect the employee to advise his supervisor of such calls and seek the supervisor's assistance in implementing any action which might have been requested by the senior officer with whom the employee spoke.

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SUBJECT: Personnel Policies of the Office of Logistics

5. In order to keep our personnel as aware as possible of things of interest in our Office and our Career Service, I expect all employees to be periodically briefed by their supervisors on general organizational matters, as such matters are discussed at the Director of Logistics' Staff Meetings and then ultimately are passed on at meetings at succeeding lower levels.

6. While the Golden Rule may, to some, seem trite or archaic in the Age of Aquarius, the basic personnel philosophy of the Office will be to treat your workmates and your subordinates in the same fashion that you yourself would like, and have a right to expect, to be treated.



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John F. Blake
Director of Logistics